

## TALLAHATCHIE VALLEY ELECTRIC POWER ASSOCIATION

<b>Title:</b>	Staff Accountant	<b>FLSA Status:</b>	Non Exempt
<b>Department:</b>	Accounting	<b>Reports to:</b>	CFO

### JOB SUMMARY (Basic functions and scope of the position)

The Staff Accountant will prepare financial reports to track the organization's assets, liabilities, profit and loss, tax liabilities, and other related financial activities.

### DUTIES AND RESPONSIBILITIES (Essential functions of the position)

- Performs general accounting and other related duties in the accounting department including journal entries, reconciliations, and report preparation as assigned.
- Codes invoices, sets up new accounts, reconciles accounts, and closes the monthly books.
- Reconciles bank accounts and cash accounts, verifies deposits, and reviews cash accounts for all transactions making necessary journal entries.
- Reconciles A/R to subledger, making necessary entries to balance A/R.
- Reconciles A/P to subledger accounts monthly to ensure accuracy of the balance sheet.
- Verifies payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Files required tax forms with federal, state, and local government agencies as assigned.
- Prepares accounting reports for expenditures and grant awards with all necessary support as required by granting entities.
- Prepares periodic (monthly) balance sheets, income statements, and profit and loss statements, per monthly and annual reporting.
- Performs other related duties as assigned.

### SKILLS & ABILITIES

- Understanding of and ability to adhere to generally accepted accounting principles.
- Highly proficient with accounting software (ERP experience is preferred).
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite or similar software.

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### PHYSICAL REQUIREMENTS

- Prolonged periods sitting at a desk and working on a computer.

### PREFERRED EDUCATION/EXPERIENCE

- Bachelor's degree in Accounting, Finance, or related discipline required.
- 2-4 years of accounting experience preferred.

*This job description is intended to provide general information and describe the requirements of the position. Actual duties, responsibilities, and qualifications may vary based on assignments or projects. This document is not to be construed as an exhaustive statement of duties, responsibilities, or requirements and does not imply a contract between TVEPA and the employee. The company retains the right to change the job duties, responsibilities, and qualifications as deemed necessary.*